



IWT: Incumbent Worker Training Program F A Q s

Application/Program Questions

- Q. When can an employee be considered an “incumbent” worker?
A. Once he/she is on the payroll of the employer for 6 months or longer.
- Q. Can employees in different occupations be trained?
A. Yes
- Q. Who receives the funds?
A. All funds are provided to the employer.
- Q. When can funds be reimbursed?
A. Reimbursement for program activities may occur grant has been signed by both.
- Q. Can workers be sent out of state to be trained?
A. Training funds are intended for use in Alaska where they can enhance the training capabilities of Alaska training providers. In the event training is not available in Alaska participants may attend training outside of Alaska if out of state training is specified in the grant budget and scope of work.
- Q. Can an employer be reimbursed for a trainee’s wages during actual training time?
A. Because the employee is a regular employee of the organization and receives wages on a regular basis the grant will not pay regular wages of the employee.
- Q. Who do I contact for additional information?
A. The employer may send an email to dol.iwt@alaska.gov or call (907)269-8158.
- Q. If a current owner of the business has not been in business for one year, but purchased a company that has operated in Alaska for one year more year eligible for IWT funds?
A. There is a good possibility that currently business owner may qualify based on current records combined with previous owner’s records. The business must meet the eligibility criteria.
- Q. Can a consortium apply for IWT funds?
A. Yes, if a consortium is formed with two or more employers that have similar training needs and can collectively identify incumbent workers.
- Q. How many employers are needed to make up a consortium?
A. Two (2) or more.
- Q. Can an employer with more than one location in the state file more than one application?
A. When an employer has more than one site and each site maintains a different UI tax identification number, the employer may submit separate training applications for each site. If the employer has one

UI tax identification number for multiple site locations the employer is limited to one application that may include training at the various sites.

Selecting a Training Provider

Q. Who selects the training provider(s)?

A. The employer

Q. May the employer be the training provider?

A. Yes

Q. Is it possible to use multiple training providers?

A. In some instances, it may be necessary to utilize multiple training providers (i.e., a training provider may be unable to offer certain types of training, or be unable to train in other locations throughout the state). Where multiple training providers are necessary, the employer will coordinate selection of training providers.

Q. Who selects the instructors for the training?

A. The training provider and/or the employer can make recommendations for instructors.

Q. Can an employee serve as an instructor?

A. Yes, if they have the credentials needed to provide the instruction.

Q. Who determines the curriculum to be taught?

A. The employer. Assistance can be provided to identify or develop appropriate curricula in order to customize an employer specific training program.

Q. Does the training have to take place at a training institution?

A. No, training can be held at an employer's work site as well. Resources available at the work site and at the training institution should be considered when determining where the training should take place.

Performance Objectives

Q. How are the training objectives determined?

A. Both the employer and training provider determine the training objective based on industry requirements.

Q. Who is held accountable for the performance objectives?

A. The employer is responsible for ensuring that the training provider meets the training objectives.

Training Providers

Q. Is there a limit to how much IWT training funds the employer can request on the application?

A. The amount of incumbent worker training funds fluctuates each year and is contingent upon availability and receipt of federal funds. Applications are reviewed on a first-com/first-served basis until all available funding has been awarded. Based on this, DETS may indicate a cap or negotiate the award accordingly each state fiscal year.

Q. Is there a limit to how much can be expended on each reimbursement?

A. Costs must be proportionate to the total program expenditures and thereby in line with the approved budget, scope of work and progressive program performance. DETS will not reimburse expenditures that exceed the approved budget.

Q. Can equipment (the state defines equipment as any one item exceeding \$5,000 or more) be purchased from the grant?

A. No

Q. What is the process for receiving reimbursement for expenditures?

A. The employer/consortium must submit an electronic invoice, along with supporting documentation, through the DETS grant management database.

Q. What type of information is required for each participant?

A. DETS will provide a template that the employer will complete for participants. The template will include the participant's name, address, social security number, title, hourly wage before and after training, hours trained to-date, status of training (in progress, completed, failed to complete)

Q. How often are progress reports required?

A. If training encompasses an entire year, Quarterly Reports must be submitted for each calendar quarter (March 31, June 30, September 30, and December 31) and are *due 15 calendar days* after each quarter. If training is of a short duration then a final report will be expected at the end of the training period.

Q. Under what conditions can a grant agreement be amended?

A. Conditions that require an amendment include: a change to the total obligation amount, movement of budget costs between line item categories that exceed either 10 percent or \$2,500 whichever is greater, or making changes to the scope of work. The employer must notify DETS staff if an amendment is necessary. DETS staff will make a determination to accept or deny the amendment. The employer will be advised accordingly. Approved amendments will be initiated in DETS grant management system, both parties must sign before the amendment is effective.

Q. How many amendment may an employer request?

A. Four, the state fiscal year begins July 1st and ends June 30th. It is recommended that an employer not request more than one amendment per quarter. No amendment will be allowed after May 15th.

For More Information email dol.iwt@alaska.gov or call (907) 269-8158